

	Initials	Date	Comments
Preparer Initials/Date Completed	lw	11/27/2017	N/A
1st Level Review	Amb	11.27.17	No comments
2nd Level Review	JMT	4/6/2018	No Comments – Minor edits in green

**PURPOSE:** [Link: Draft report indexing -part 1 of 4.docx](#)

To document meeting with Reginald Allen, Office of the Administrator (OA), regarding the process for preparing, reviewing and approving travel authorizations and vouchers for the Administrator's travel.

**Date/Time:**

November 6, 2017 11:30am PST

**PARTICIPANTS:** (teleconference)

Reginald Allen, Deputy Chief of Staff  
Kevin Christensen, AIG  
John Trefry, PLD  
Angela Bennett, PM  
Lela Wong, Auditor

**SCOPE:**

Discussed the process for preparing, reviewing and approving travel authorizations and vouchers for the Administrator's travel.

**CONCLUSION:**

- [Link: Draft report indexing -part 3 of 4.docx](#) Reggie (Deputy Chief of Staff) has no involvements in the Administrator's trip planning. He only approves TAs and vouchers for the Administrator and the immediate office. Each office approves TAs and vouchers for its own employees. {#A Summary section, item 1} amb OK JMT
- For stops in Tulsa, airfare comparison is done for every trip. {#B Summary section, item 2} amb OK JMT
- Due to time constraint, hotels in excess of 150% of per diem were usually verbally approved, followed by retroactive written approvals. {#C Summary section, item 3} amb OK JMT
- Family members never travelled with the Administrator, other than the one trip where (b) (6) was invited by the President to Camp David. {#D Summary section, item 6} amb OK JMT

- Payment for military aircraft usage was paid through a standing IAG with DOI. {#E Summary section, item 7} amb OK JMT
- [Link](#): Draft report indexing -part 3 of 4.docxNo written document authorizing the COS/Deputy COS to approve the Administrator's travel. The decision as to approves was an informal decision and verbal, {#F Summary section, item 8} amb OK JMT and has varied by administration – Pruitt's administrator was approved by Deputy COS; prior administration was approved by COS. {Summary section, paragraph 3, item 1, P3 -2<sup>nd</sup> sentence#H}
- There are no policies/regulations/guidance regarding the Administrator's home visits or trip cancellations\_ {#G Summary section, item 9} amb OK JMT

## SUMMARY:

Prior to the meeting, Reggie Allen asked for clarification on the purpose of the meeting. We emailed him with an explanation regarding the objective and scope of our audit as well as the audit notification memo. {See file names: "email to Reggie.pdf" and "Amended Notification Memo...pdf"} OK JMT

Reggie explained that he was the Acting Deputy Chief of Staff (COS) for two months, after John Reeder left until the end of October. Right now, and prior to November 2017, he is the Assistant COS and Director. As the Assistant COS, he acted for John Reeder when John was not available.

The following was discussed:

### 1) General process for the Administrator's travel:

[Link](#): to Draft report indexing -part 3 of 4.docx  
 [P1] Reggie said he's not involved in the planning process. Kevin Chmielewski, Millan Hupp and Ryan Jackson decides where and who goes with the Administrator on his trips. Reggie only gets involved in the travel authorizations (TAs) and vouchers. He helps Gail with the TA and vouchers, even though Gail works for Hupp.

Note: Employee positions according to Compass Data Warehouse (CDW) Timesheet Inquiry –

- Kevin Chmielewski - Director of Scheduling & Advance, Office of the Administrator {[Link](#): F.08 – Source: PPL - Chmielewski position.pdf}
- Millan Hupp - also the Director of Scheduling & Advance {[Link](#): F.08 – Source: PPL - Hupp position.pdf}
- Ryan Jackson – Chief of Staff {[Link](#): F.08 – Source: PPL - Jackson Ryan position.pdf}
- Gail Davis (b) (5) [Link](#): F.08 – Source: PPL - Gail Davis.pdf

[P2] Reggie said he usually gets involved very late in the process because decisions are usually made very late, very close to the actual travel date, sometimes the day before the travel. As a result, he can only do a cursory review. It is always done with the intent to self-review the transactions later. (b) (5)

[REDACTED]. Reggie also works with Jeanne Conklin (Controller), the travel expert. Jeanne's group in Cincinnati provided training for the travel document preparers, including Gail, to make sure they understand the Federal Travel Regulations.

[P3] John Reeder and Reggie review the TAs the best they could, given the time constraint. Reggie said one key difference with this administration is TAs and vouchers are reviewed and approved by the Deputy COS, [Link: Draft report indexing -part 3 of 4.docx] whereas prior administrations, review and approval were mainly by the COS, not the Deputy COS.

[P4] Reggie said he only reviews the TAs for the immediate office. Protective Services Details (PSD) people are under the Office of Criminal Enforcement, Forensics & Training (OCEFT). Gail helps with the TA preparation, but OCEFT reviews and approves. Each office makes its own travel decisions.

[P5] (b) (5)

[P6] After the travel, Gail prepares the voucher. Reggie or John Reeder checks the information, and Cincinnati funds and pays.

[P7] For international travel, usually the Ethics Office signs off first, if Ethics approval is needed, then Gail prepares the TA for Reggie/John to review and approve before sending to the Office of International and Tribal Affairs (OITA). OITA must sign off before they can travel. Reggie said the OITA is involved from the start (planning stage) to finish. Vouchers must be completed within 5 days upon return.

[P8] Chartered aircrafts need separate approval from the Office of General Counsel (OGC). Justifications need to be sent to Kevin Minoli for approval.

2) Frequent stops in Tulsa:

The Administrator makes a lot of stops in Tulsa. I asked who does the booking and whether cost comparisons were done for every trip to ensure travelling from Tulsa is cost effective. Reggie said yes, Gail does the booking and she does a comparison for every trip. Angela asked for First Class travel, how they compare the government rates. Reggie said they would compare the rate for the same class, so it would be comparing First Class airfare from Tulsa versus First Class fare

from the city of official business. There is probably no First Class government fare, so basically you would be comparing commercial fare.

[Link: to indexed audit guide – WP A.02a, file: PSSC - referenced PR guide.docx, step 12](#)

We asked whether there are any regulations on how frequently the Administrator is allowed to take trips home. Reggie said he's not aware of any.

3) After-the-fact approval of hotel rates in excess of 150% of per diem

Angela said seems like the hotels in excess of 150% of per diem approvals were mostly done after the fact. Reggie said yes, it's a result of late planning from the travel team. A lot of times they can't find hotel by the time they get the travel plan together. Reggie said they usually get verbal approval, then follow up with retroactive written approval. (b) (5)

4) Sydney trip

I asked what happened to the Sydney trip. Seems like it was a very last minute cancellation. Some of the people are already in Sydney when it was cancelled. Reggie said it was cancelled because of the hurricane.

5) "Advance"

[Link: to F.21 PSSC - Associated Costs.docx, Discussion, 1<sup>st</sup> paragraph](#)

[Link: Draft report indexing -part 2 of 4.docx](#)

I asked how much "advance" time is reasonable for the Administrator's trips. Reggie said it depends on the circumstance, but that's a decision of PSD management, not the OA. For domestic trips, the advance team usually goes out 1-2 days before to coordinate with local people, venue, etc. International trips will take more advance time, sometimes 5-7 days. Reggie said PSD usually also sends people to advance, but the OA has no saying in it. It's totally up to PSD management to decide how many people and how long.

6) Family travel

I asked whether the Administrator's family members ever travel with him, and if they did, how does PSD work. If the Administrator and his family members have to be at different places, do we provide separate PSD coverage for his family. Reggie said only one trip - (b) (6) went with him to a Presidential event at Camp David. There has been no situation yet where separate PSD is required. Reggie suggest that we talk to PSD to get more information.

For the Camp David trip, there was a voucher filed by (b) (6). I asked how that works. Reggie said it's an invitational travel. The vouchers and payments work the same way as another invitational travel.

7) Payment of military aircraft usage

Reggie said there was only one trip where military aircraft was used. It was paid through an Interagency Agreement (IAG). EPA has a standing IAG with DOI.

Angela asked whether the EPA gets billed when the Administrator flew with the President. Reggie said we do get a bill from the White House for the President's participation in a predominantly EPA event, but not for the riding in the President's aircraft. For example, the Kentucky trip, we got billed \$40K to \$50K. Examples of costs included in the bill are things like setting up bleachers for the President, and other special arrangements/set ups for the President to be there. This is the same for prior administrations.

8) Executive Approval Framework

The agency's Executive Approval Framework does not mention who should approve the Administrator or the Deputy Administrator's travel documents. The Framework only covers Assistant Administrators and below. I asked whether there are written delegations or other documents that authorized the COS/Deputy COS to review and approve the Administrator's TAs and vouchers. Reggie said no. It was an informal decision and verbal. (b) (5)

9) Policies/regulations/guidance regarding the Administrator's home visits & trip cancellations

Reggie said there are no policies or regulations.

	Initials	Date	Comments
Preparer Initials/Date Completed	lw	9/13/2018	N/A
1st Level Review	Amb	9.18.18	No Comments
2nd Level Review	JMT	9/19/2018	No Comments

**PURPOSE:** [Link: Draft report indexing -part 1 of 4.docx](#)

To document meeting with Millan Hupp, Director of Scheduling, Office of the Administrator (OA), regarding the process for planning and preparing for the Administrator's travel.

**Date/Time:** November 14, 2017 10am PST

**PARTICIPANTS:** (teleconference)

Millan Hupp, Director of Scheduling

John Trefry, PLD

Angela Bennett, PM

Lela Wong, Auditor

**SCOPE:**

Discussed the process for planning and preparing for the Administrator's travel.

**CONCLUSION:**

- The general process for planning and preparing for the Administrator's travel has been summarized below. {Summary, item 1 below} amb There was no SOP, but Milan has put a proposed one together for the Chief of Staff's review. {Summary, item 6 below} amb JMT
- The Administrator's travel may be self-initiated or requested from outside. {Summary, item 2 below} amb JMT
- There is no report that would show everyone who is supposed to be on a certain trip. {Summary, item 3 below} amb JMT
- The Administrator's family members never travelled with him {Summary, item 4 below} amb JMT
- The advance team's time depends on the circumstance {Summary, item 5 below} amb JMT
- The Sydney trip cancellation was due to Hurricane Harvey. {Summary, item 7 below} amb JMT

**SUMMARY:**

We explained the background regarding the audit and discussed the following items:

1. How does it work when the Administrator travels? [Link: Draft report indexing -part 2 of 4.docx](#)



Millan said lots of factors affect the planning process, but in general, it's a group decision by the scheduling team. The scheduling team varies depending on the type of trip-specific topics involved, but generally includes Millan's team, the Chief of Staff, Associate Administrator of public engagement, and other program offices that would be involved, and other senior leadership. For example, sometimes the Administrator is requested to speak at an event. If the Administrator gets a request for speaking engagement, the request is usually in writing. Millan's group usually sends the standard request form to the request. There is an account for the requests to be submitted. Once the formal request is received, it would go to Millan and the scheduler to be vetted (e.g. is the request relevant to EPA's mission). If there are things that requires ethics approval, it would go to the Ethics Official before coming to Millan and the Chief of Staff, who would review to make sure they are comfortable signing off. Once all approved, Millan's group would set up the engagement/travel. The set up process also depends on the type of event the travel is for, and may involve other people.

2. We asked where we can get copies of the **speaking requests**. Millan said the scheduler has them and we can request them through Millan, since the scheduler works under her. We asked **whether the Administrator initiates his own trips**. Millan said yes, it's a mix of both (initiated due to external requests or self-initiated).
3. We asked **whether all of the non-PSD people who accompany the Administrator on his trips are put on the Administrator's calendar**. Millan said it's up to the scheduler. He/she is in charge for the Administrator's calendar. We asked whether there is a report that shows all who is on the trip with the Administrator. Millan said there is no such report.
4. We asked whether the Administrator's **family members ever travelled with him**. Milan said never.
5. **"Advance"** [Link: to Draft report indexing -part 2 of 4.docx](#) [Link: to PSSC - Millan Hupp Interview.docx](#)  
We asked what does "advance" work involved and how much time is reasonable. Millan said it depends on the trip. The more complicated trips require 2-3 days in advance, but a lot of them are 24 hours or less for advance. **(b) (5), (b) (7)(E)**

**(b) (5), (b) (7)(E)**  
She said in general, the advance team for domestic travel averaged one to two people each for a 1-to-2-day advance period. For international travel, the advance team averaged two to three people each from the Administrator's office and the PSD for a 5-to-7-day period. [\[Link: to F.21, PSSC - Associated Costs.docx, Discussion, 1<sup>st</sup> paragraph\]](#) JMT

[\[Link: to Draft report indexing -part 2 of 4.docx\]](#) We asked whether OA's advance team travel with the PSD advance team. Millan said they coordinate their activities, but PSD's advance teams have their own activities and travel plans.

[\[Link: to Draft report indexing -part 2 of 4.docx\]](#) **(b) (5), (b) (7)(E)**

(b) (5), (b) (7)(E)

## 6. Policies and Procedures

We asked whether EPA has policies and procedures for setting up and coordinating the Administrator's travel. Millan said we can request policies and procedures through her. However, Millan later said there were no policies and procedures for the planning process, but she has put one together and it's now at the Chief of Staff's desk. #A – Milan's January 26, 2018 email below amb JMT

7. **What happened to the Sydney trip?** [Link: to Draft report indexing -part 2 of 4.docx](#) Milan said Hurricane Harvey hit Texas. The Advance Team made a decision to leave (the same day as when Harvey hit. We asked who made the hotel reservations. Milan said they ask OITA to work with the Embassy to do it.

## Subsequent Follow-up

On November 15, 2017, we requested Millan to provide the following:

- Speaking requests the Administrator received for his travel
- List of people planned for each trip
- Standard operating procedures for the vetting and preparation of the Administrator's travel.

Some of the speaking request forms and itineraries were provided on January 26, 2018.












**From:** Hupp, Millan

**Sent:** Friday, January 26, 2018 4:11 PM

**To:** Wong, Lela <Wong.Lela@epa.gov>

**Cc:** Bennett, Angela <Bennett.Angela@epa.gov>; Trefry, John <Trefry.John@epa.gov>

**Subject:** RE: Info Request - Audit of EPA's Adherence to Policies, Procedures and Oversight Controls Pertaining to the Administrator's Travel

 Speech: NAM Outlook item	 Speaking Engagement: National Mining Association Spring Board of Directors Meeting Outlook item
 Speaking Engagement: 2017 Resource Bank Meeting (Heritage Foundation, 40th Annual) Outlook item	 Speaking Engagement: Manhattan Institute Board Meeting Outlook item
 Scott Pruitt, 2017 Concordie Annual Summit Speaker Invitation.pdf	 New York Final - September 18 - 19, 2017 (3).pdf
 Resource Bank Meeting Final- Colorado Springs.pdf 682 KB	 NYC NY LxL 6.30 Final.pdf 669 KB
 External Meeting Request Form-NYCFS.pdf 244 KB	 New York LxL for 9.27-9.28 final.pdf 513 KB
 Naples LxL Final.pdf 466 KB	

Lela,



Please accept my sincere apologies for this having taken as long as it has. I believe I have been able to track down any travel requests we have received between February 2017 – September 2017. I have also included their respective itineraries.

When we arrived in February 2017, there were no existing SOPs for building itineraries or choosing traveling delegations. This has come with a bit of trial and error as you can see from the change in format of the itineraries attached.

I was able to develop a process, albeit informal, for choosing these traveling delegations. It was based on the agenda and the needs of the Administrator. (b) (5)

I trust this will suffice but if you need additional information, please let me know.

Thank you,

Millan Hupp  
Director of Scheduling and Advance  
Office of the Administrator  
Cell: (b) (6) Email: [hupp.millan@epa.gov](mailto:hupp.millan@epa.gov)

From: Wong, Lela  
Sent: Thursday, January 25, 2018 10:21 AM  
To: Hupp, Millan <[hupp.millan@epa.gov](mailto:hupp.millan@epa.gov)>  
Cc: Bennett, Angela <[Bennett.Angela@epa.gov](mailto:Bennett.Angela@epa.gov)>; Trefry, John <[Trefry.John@epa.gov](mailto:Trefry.John@epa.gov)>  
Subject: RE: Info Request - Audit of EPA's Adherence to Policies, Procedures and Oversight Controls Pertaining to the Administrator's Travel

Hi Millan,  
Can you please provide an estimated delivery date?  
Thanks!  
Lela

From: Wong, Lela  
Sent: Wednesday, January 24, 2018 3:17 PM  
To: Hupp, Millan <[hupp.millan@epa.gov](mailto:hupp.millan@epa.gov)>  
Cc: Bennett, Angela <[Bennett.Angela@epa.gov](mailto:Bennett.Angela@epa.gov)>; Trefry, John <[Trefry.John@epa.gov](mailto:Trefry.John@epa.gov)>  
Subject: RE: Info Request - Audit of EPA's Adherence to Policies, Procedures and Oversight Controls Pertaining to the Administrator's Travel

Hi Millan,  
Thanks for your response. We do not have access to the calendar. We were provided hard copies of the calendar pages. Can you please download the requests and the ethics approvals for us?  
Thanks!  
Lela

**From:** Hupp, Millan  
**Sent:** Wednesday, January 24, 2018 2:23 PM  
**To:** Wong, Lela <Wong.Lela@epa.gov>  
**Cc:** Bennett, Angela <Bennett.Angela@epa.gov>; Trefry, John <Trefry.John@epa.gov>  
**Subject:** RE: Info Request - Audit of EPA's Adherence to Policies, Procedures and Oversight Controls Pertaining to the Administrator's Travel

Lela,

All speaking engagements for which travel was required for the Administrator have their original requests attached as a file to the calendar entry. Most all of them have our ethics approval attached as well.

If you have access to the calendar, you should be able to pull all those through September 30. I am embarrassed to admit that we likely do not have some of them saved from the first few months.

[Link: Draft report indexing -part 2 of 4.docx](#) We have no written SOPs for choosing delegations or for planning/executing travel.

I'll gather the itineraries.

Thank you,

Millan Hupp  
Director of Scheduling and Advance  
Office of the Administrator  
Cell: (b) (6) Email: [hupp.millan@epa.gov](mailto:hupp.millan@epa.gov)

**From:** Wong, Lela  
**Sent:** Tuesday, January 16, 2018 10:41 AM  
**To:** Hupp, Millan <[hupp.millan@epa.gov](mailto:hupp.millan@epa.gov)>  
**Cc:** Bennett, Angela <[Bennett.Angela@epa.gov](mailto:Bennett.Angela@epa.gov)>; Trefry, John <[Trefry.John@epa.gov](mailto:Trefry.John@epa.gov)>  
**Subject:** RE: Info Request - Audit of EPA's Adherence to Policies, Procedures and Oversight Controls Pertaining to the Administrator's Travel

Thanks Millan. Can you please give me an estimated delivery date?  
Lela

**From:** Hupp, Millan  
**Sent:** Tuesday, January 16, 2018 6:20 AM  
**To:** Wong, Lela <[Wong.Lela@epa.gov](mailto:Wong.Lela@epa.gov)>  
**Cc:** Bennett, Angela <[Bennett.Angela@epa.gov](mailto:Bennett.Angela@epa.gov)>; Trefry, John <[Trefry.John@epa.gov](mailto:Trefry.John@epa.gov)>  
**Subject:** Re: Info Request - Audit of EPA's Adherence to Policies, Procedures and Oversight Controls Pertaining to the Administrator's Travel

Lela -- thank you for checking in again. Many many apologies. This is on my mind and will send to you as soon as I can.

Millan Hupp  
Director for Scheduling and Advance

(b) (6)

[hupp.millan@epa.gov](mailto:hupp.millan@epa.gov)

Sent from my iPhone

On Jan 9, 2018, at 2:07 PM, Wong, Lela <[Wong.Lela@epa.gov](mailto:Wong.Lela@epa.gov)> wrote:

Hi Millan,  
Happy New Year! Just following up to get a status update on our request. Can you please provide an estimated delivery date?  
Thanks!  
Lela

**From:** Hupp, Millan  
**Sent:** Tuesday, December 19, 2017 10:33 AM  
**To:** Wong, Lela <[Wong.Lela@epa.gov](mailto:Wong.Lela@epa.gov)>  
**Cc:** Bennett, Angela <[Bennett.Angela@epa.gov](mailto:Bennett.Angela@epa.gov)>  
**Subject:** RE: Info Request - Audit of EPA's Adherence to Policies, Procedures and Oversight Controls Pertaining to the Administrator's Travel

Lela,

Yes, thank you for the reminder. Working on that request today and tomorrow.

Many apologies for my tardiness.

Millan

Millan Hupp  
Director of Scheduling and Advance  
Office of the Administrator  
Cell: (b) (6) Email: [hupp.millan@epa.gov](mailto:hupp.millan@epa.gov)

**From:** Wong, Lela  
**Sent:** Monday, December 18, 2017 1:25 PM  
**To:** Hupp, Millan <[hupp.millan@epa.gov](mailto:hupp.millan@epa.gov)>  
**Cc:** Bennett, Angela <[Bennett.Angela@epa.gov](mailto:Bennett.Angela@epa.gov)>  
**Subject:** RE: Info Request - Audit of EPA's Adherence to Policies, Procedures and Oversight Controls Pertaining to the Administrator's Travel

Hi Millan,  
Thanks for your email below. Just want to make sure you remember to work on our request this week. Would it be possible to get the information to us by this Wednesday?  
Thanks!  
Lela

**From:** Hupp, Millan  
**Sent:** Wednesday, December 06, 2017 6:14 PM  
**To:** Wong, Lela <[Wong.Lela@epa.gov](mailto:Wong.Lela@epa.gov)>  
**Cc:** Bennett, Angela <[Bennett.Angela@epa.gov](mailto:Bennett.Angela@epa.gov)>  
**Subject:** Re: Info Request - Audit of EPA's Adherence to Policies, Procedures and Oversight Controls Pertaining to the Administrator's Travel

Lela,

I am so very sorry. I simply have not had time to do this but I do understand its importance. In all honesty, I will not be able to complete until the Administrator leaves for Christmas. So, I will have the most time the week of the 18th.

Thank you,  
Millan

Sent from my iPhone

On Nov 30, 2017, at 5:10 PM, Wong, Lela <[Wong.Lela@epa.gov](mailto:Wong.Lela@epa.gov)> wrote:

Hi Millan,  
Just following up to get a status update on our request. Can you please provide an estimated delivery date?  
Thanks!  
Lela

**From:** Hupp, Millan  
**Sent:** Friday, November 17, 2017 11:54 AM  
**To:** Wong, Lela <[Wong.Lela@epa.gov](mailto:Wong.Lela@epa.gov)>  
**Cc:** Bennett, Angela <[Bennett.Angela@epa.gov](mailto:Bennett.Angela@epa.gov)>  
**Subject:** Re: Info Request - Audit of EPA's Adherence to Policies, Procedures and Oversight Controls Pertaining to the Administrator's Travel

Lela,

I will get to work on this.

Thank you so much,  
Millan

Sent from my iPhone

On Nov 15, 2017, at 11:46 AM, Wong, Lela <[Wong.Lela@epa.gov](mailto:Wong.Lela@epa.gov)> wrote:

Hi Millan,  
Thanks so much for taking the time to talk to us about the Administrator's travel yesterday. As discussed, please provide copies of the requests OA received relating to the Administrator's travel engagements through 9/30/2017 at your earliest convenience. Also, if you recall, we

asked whether there is a document that lists the people who are travelling for each trip. We asked PSD the same yesterday. They said they usually receive an email with the itinerary for the trip planning and that email/itinerary should have names of all travelers. Can you please provide copies of those emails/itineraries for trips with start date through 9/30/2017? Additionally, if you have any written standard operating procedures on the Administrator's travel planning/approval process, please provide us copies as well.

Thanks a lot for your help!

Lela



	Initials	Date	Comments
Preparer Initials/Date Completed	lw	9/21/2018	N/A
1st Level Review	Amb	9.24.18	No comments
2nd Level Review	JMT	9/25/2018	No Comments

PURPOSE:

To document meeting with PSD group regarding the process for planning and preparing for the Administrator's travel.

Date/Time:

November 14, 2017 11:30 am PST

PARTICIPANTS: (teleconference)

Henry Barnett – Director, PSD, Office of Criminal Enforcement, Forensics & Training (OCEFT)

Pamela Mazakas, Deputy Director, PSD, OCEFT

(b) (6)

John Trefry, PLD

Angela Bennett, PM

Lela Wong, Auditor

SCOPE:

Discussed the process for planning and preparing for the Administrator's travel.

CONCLUSION:

- (b) (5), (b) (7)(E)

█ [REDACTED]

█ [REDACTED]

█ [REDACTED]

- The Sydney trip was cancelled due to Hurricane Harvey. All hotel reservations were done by the Embassy.

### **SUMMARY:**

We explained the background regarding the audit and discussed the following items:

1. What is PSD's involvements in the Administrator's travel? Involved during the planning stage? How much advance notification does PSD get? What info does PSD get?

[Link: to PSSC -cost comparisons.docx](#) [Link: PSSC -cost comparisons.docx](#)

[\[Link: 0-PSSC-Costs for premium class airfare.docx\]](#) (b) (6), (b) (7)(E)

[REDACTED]

(b) (6), (b) (7)(E)

[REDACTED]

[REDACTED]

(b) (6), (b) (7)(E)

[REDACTED]

[REDACTED]

2. How does PSD staffing work? How much "advance" and stay behind time is reasonable?

(b) (6), (b) (7)(E)

[REDACTED]

(b) (7)(E)

3. Do PSD people get on the Administrator's calendar? (e.g. if the Administrator attends an event, does the event list who is doing PSD work)?

(b) (7)(E)

4. Have the Administrator's family members travelled with him? If so, how much advance notice does PSD get? How does PSD arrangement work (e.g. if the Administrator has to attend an event without his family, does PSD have to make arrangements to protect the Administrator as well as his family members)?

(b) (7)(E)

5. Does the PSD prepare a summary report for each trip?

(b) (7)(E)

#### **Sydney trip cancellation**


[Link: to Draft report indexing -part 2 of 4.docx](#)

We asked what happened to the Sydney trip. It was cancelled, but a lot of costs have incurred. (b) (6) said incidents occurred and were developing. It was an international incident – Hurricane Harvey. The team discussed it and OA decided to continue with the trip. Harvey got worse, so the Administrator decided to stay home to deal with the impact of Harvey. Then the Administrator got invited by the President to attend another function. The Administrator never left DC.

We asked who made the hotel reservations. (b) (6) said the Embassy did. They have contracts for the hotels.

(b) (6), (b) (5)

(b) (6), (b) (5)



	Initials	Date	Comments
Preparer Initials/Date Completed	lw	8/3/2018	N/A
1st Level Review	Amb	8.15.18	No comments
2nd Level Review	JMT	8/23/2018	No Comments

PURPOSE:

To document meeting with the Office of International & Tribal Affairs (OITA) regarding the process for preparing and coordinating the Administrator's travel.

Date/Time: November 15, 2017 10 am PST

PARTICIPANTS: (teleconference)

Jane Nishida, Principal Deputy Assistant Administrator for OITA  
Mark Kassman, Director of Regional & Bilateral Affairs  
Dennis Cunningham, Supervisory Program Analyst, Office of Management & International Services, OITA  
Lakita Stewart, OITA  
John Trefry, PLD  
Angela Bennett, PM  
Lela Wong, Auditor

SCOPE:

Discussed the process for preparing and coordinating the Administrator's travel.

CONCLUSION:

[Link: Draft report indexing -part 2 of 4.docx](#) OITA is part of the advance team for international trips, helping with all aspects of the coordination and logistics because of their expertise on international travel. [auditor conclusion based on discussion below]

- OITA explained the international travel process. {#A Discussion section below – questions no. 1} amb JMT
- The embassy makes all hotel arrangements for international travel. Sometimes hotel arrangements involved heavy penalty for cancellation. {#B Discussion section below – questions no. 2} amb JMT
- Each international traveler is required to complete one International Travel Plan (ITP) form. {#C Discussion section below – item 4, highlighted} amb JMT
- OITA always needs to let the State Department know who's coming on the trip, so they do have a listing of the travelers for each trip. {#C Discussion section below – item 4, highlighted} amb JMT
- Listing of travelers should be included in the trip reports. {#C Discussion section below – item 4, highlighted} amb JMT
- Trip reports for the Sydney and Rome Italy trips were provided by the Agency. {Link: G.03 - International trip report} amb JMT



## DISCUSSION:

1. **How does it work when the Administrator travels?** What involvements does OITA have and when do you start to get involved?

When interest is expressed by the Office of the Administrator (OA) on international travel, OITA would meet with the OA staff to discuss the details (where, when, etc.). OITA works with OA, the State Department and the embassy. The discussion would include whether the trip complies with agency policies & priorities. The team works on things like the need for sites, vehicles, interpretations, etc. The State Department usually sets up the meeting between the embassy and Agency staff.

One person from OITA will join the OA's advance team.

The preparation work for the trip includes OA filling out the international travel plan (ITP form) & sending it to the embassy, getting the visa/diplomatic passport. Once cleared embassy, they will get a welcome letter, then they can go ahead and get plane tickets.

2. How does the hotel reservation work?

**The Embassy makes all hotel reservations for international trips.** How they got the rates and restrictions vary depending on the country. Sometimes when there is a big event, the Embassy negotiates a package. There are **usually cancellation restrictions.** (b) (5)

They worked with the embassy and booked the hotels, but the trip ended up being cancelled because of Hurricane Harvey. It was decided that the Administrator needs to stay home and deal with the Harvey recovery efforts. However, when the trip was cancelled, Mark Kassman and a few others were already on the ground. Mark said he has 31 years of experience working with international travel, so he helps to train the advance staff.

3. Did OITA attend the G-7 conference in Rome?

Yes, Mark Kassman and Jane Nishida were both there. There was a bilateral meeting in Rome before the G-7 conference. The Administrator stayed for Day 1 of the trip, and Jane did the rest of the meeting because she was the Acting AA. The Administrator was called back by the White House for a cabinet meeting after Day 1 of the G-7.

4. Additional information shared by OITA:

- Jane said OITA@work (OITA's intranet site) has information on the process for internal travel.
- **One International Travel Plan (ITP) form is needed for each traveler.**

- OITA always needs to let the State Department know who's coming on the trip, so OITA has a list of the people who went on the international trips. The list of people who went on the trip is in the travel reports. Mark will send the trip reports.
- Dennis said there should be a trip report attached to each ITP. It's possible that one person prepared the report for everyone on the trip. A trip report is required within 15 days from the completion of the report for international travel. They are kept in the FIAT system. Dennis said travelers file the trip reports electronically in FIAT. OITA does not have hard copies. Mark said he will provide print outs of the FIAT reports.
- When OITA travels, they have their own budget, not part of the Administrator's budget.
- Dennis said the trip reports are more for follow-up purpose. For example, if one of the travelers promised to send something to someone during the trip, we want to make sure whatever we promised to send got sent.

Note: Trip reports for the Sydney and Rome Italy trips were provided by the Agency. {[Link: G.03 - International trip report](#)} amb JMT

	Initials	Date	Comments
Preparer Initials/Date Completed	lw	11/15/2018	N/A
1st Level Review	Amb	11.20.18	No comments
2nd Level Review	JMT	11/21/218	No Comments

PURPOSE:

To document meeting with the Office of International & Tribal Affairs (OITA) regarding the international trip report requirements and process.

Date/Time: November 13, 2018 1pm PST

PARTICIPANTS: (teleconference)

- Dennis Cunningham, Deputy Director, Office of Management & International Services Office of International & Tribal Affairs, (202) 564-6622
- Angela Bennett, PM
- Lela Wong, Auditor

SCOPE:

Discussed the international trip report requirements and process.

CONCLUSION:

All travelers are required to submit the international trip report, but may have the same attachment for multiple people. Each office is responsible for review and approval.

{Discussion section, P1, blue highlights} amb OK JMT

The main purpose of the trip report is to obtain a summary of the events and track any commitments the travelers may have made on behalf of the agency. The reports are also used as the information library for OITA's desk officers to avoid duplication of efforts in future trips. {Discussion section, P2, blue highlights} amb OK JMT (b) (5)

[REDACTED]

Discussion:

[P1] Dennis said each traveler is required to submit an international travel plan (ITP) and an international trip report in FIAT. A standard form is provided in FIAT to collect the essential information. However, OITA is flexible with the actual format of the information, as long as the essential information is there. [4th sentence] The amount of information provided varies depending on the individual traveler. Some travelers provide a detailed summary as an attachment to the form; others just submit the essential information required in the form. Sometimes a team of several people on the same trip

would prepare a trip summary together. A lot of times the team attend most of the events/meetings together, with a small amount of work being done by each individual person. In those instances, a team report makes sense. We asked whether the team members would all still have to submit the standard form in FIAT. Dennis said yes, they just all have the same attachment.


[P2] We asked what the “essential information” is. Dennis said the main purpose of the trip report is to obtain a summary/highlight of the events and track any commitments the travelers may have made on behalf of the agency, so those would be the essential information. The genesis of the international trip report goes back 20 years when the international offices were not as well coordinated. The report was to ensure that the agency is aware of all commitments travelers made on behalf of the agency, and if we made promises that require follow-up, we need to honor our promises. We also want to make sure that the commitments made by the travelers are in line with the agency’s mission priorities. Dennis said the reports are also used as the information library for OITA’s desk officers to avoid duplication of efforts in future trips.

[P3] We asked who reviews these reports. Dennis said each immediate supervisor is supposed to review and sign the reports before forwarding to OITA’s desk officers. However, the review is spotty. The new FIAT will automatically send reminder after the 15 days and keep sending reminders until the report is submitted. The reminders cannot be turned off, so the traveler will keep getting it until it’s done. The desk officers only use the reports as information library. They do not review.

[P4] (b) (5)



[P5] [\[Link: to Draft report indexing -part 3 of 4.docx\]](#) We asked about the status of the new FIAT. (b) (5)



Dennis said the new FIAT is Oracle and internet base, so users can access them anywhere. That should help facilitate the report submission. The old one was Lotus Notes base. We have to pay for Lotus Notes license now, so the number of users is limited.

[P6] We asked whether the travelers have to prepare their own report, or someone else can prepare for them. Dennis said other people can prepare for them if that person have access to their FIAT. The international travel coordinator would have access for the people in their office. We asked whether Dennis know who the international travel

coordinator is for the Office of the Administrator. He said each office assigns its own. We asked whether FIAT requires special access. Dennis said no, everyone has access, but you can only see your own, not others unless you have special access rights, like the international travel coordinators.

[P7] [\[Link: to G.03, file: PSSC - International trip report.docx\]](#) We asked Dennis if it's correct to say that any time they started the trip (left DC), they would need to submit a trip report. Dennis said yes.



	Initials	Date	Comments
Preparer Initials/Date Completed	lw	8/21/2018	N/A
1st Level Review	Amb	8/27/18	No Comments
2nd Level Review	JMT	8/30/2018	No Comments

PURPOSE:

To document follow-up meeting with the Office of International & Tribal Affairs (OITA) regarding the plans and activities of the Administrator's advance team.

Date/Time: March 5, 2018

PARTICIPANTS: (teleconference)

Mark Kassman, Director of Regional & Bilateral Affairs, OITA  
Lela Wong, Auditor

SCOPE:

Discussed the plans and activities of the Administrator's advance team.

CONCLUSION:

- There was a preestablished plan/schedule for the advance team for international trips, but the plan changes a lot depending on circumstance.
- The Administrator's trip cancellations were all due to significant events.

Discussion:

I emailed Mark to get an idea on whether they have a preestablished plan for their advance activities on international trips. (b) (6)

{see Link: E.05 - attached Source file #1- file name: emails - advance schedules.pdf for email correspondence} Amb JMT He said yes, they do have an advance plan for the international trips. The plan is arranged by the embassy, but the plan changes a lot because it depends a lot on circumstances, like when they can access places. He did not keep copies but can request from embassies for the 3 international trips. [Link: to Draft report indexing -part 2 of 4.docx] He said the advance team is busy the whole time. (b) (5), (b) (7)(E)

. {see E.05 attached Source file #s 2 to 4 Link: Link: Link: for advance plan for the 3 international trips -Italy, Australia and Morocco} Amb JMT

Mark said in the past administrations, the advance/scoping happens several months in advance, not a few days. Traditionally, OITA's job is logistics. They need to scope out every place the Administrator plans to go, including where his dining and meeting places. However, the current Administration changed things a lot. (b) (5)

(b) (5)

We also chatted about the cancellations and the costs incurred on the cancelled trips. Mark said every cabinet member/agency has cancellations, especially after 9/11/2011. I asked Mark if the amount of cancellations is normal. He said most of the cancellations happened because of major events. (b) (5)

(b) (5)

**Wong, Lela**

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**From:** Kasman, Mark  
**Sent:** Wednesday, March 14, 2018 7:12 AM  
**To:** Wong, Lela  
**Cc:** Bennett, Angela; Cunningham, Dennis  
**Subject:** RE: Advance activities for the Administrator's international trips  
**Attachments:** Pruitt Morocco Trip FULL Schedule with Advance\_Version 12.04.17.docx; EPA Advance schedule.docx; 17.07.27 INTERNAL Draft Schedule for EPA Administrator Advance Visit.docx

Hi Lela,

Attached are the schedules for the Advance Missions related to the Administrator's trips to Italy, Australia, and Morocco, that you requested. Please note that these schedules often change dramatically once the team hits the ground. For example the Italy schedule does not reflect the day advancing the Bologna sites because the timing was not determined with our hosts until after we hit the ground. In Morocco, the schedule changed significantly on the ground when we arrived and found that the Government of Morocco had not prepared all of the meetings and site visits that were expected and needed. We are often given daily updates on paper from the Embassy on the ground as meetings are confirmed and changes are made. In between the official meetings, security and advance will also visit all of the hotel/restaurant/transport venues to make sure they are acceptable and to meet with site specific security.

I hope these help. Feel free to contact me if these need further explanation.

Best regards, Mark

Mark S. Kasman  
Director  
Office of Regional and Bilateral Affairs  
Office of International and Tribal Affairs  
U.S. Environmental Protection Agency  
1300 Pennsylvania Avenue, N.W.  
Washington, D.C. 20460  
TEL: 202-564-2024 FAX: 202-565-2412

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**From:** Wong, Lela  
**Sent:** Monday, March 05, 2018 1:19 PM  
**To:** Kasman, Mark <Kasman.Mark@epa.gov>  
**Cc:** Bennett, Angela <Bennett.Angela@epa.gov>  
**Subject:** RE: Advance activities for the Administrator's international trips

Hi Mark,

No problem. (b) (6) .  
Lela

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**From:** Kasman, Mark  
**Sent:** Monday, March 05, 2018 10:16 AM

**To:** Wong, Lela <[Wong.Lela@epa.gov](mailto:Wong.Lela@epa.gov)>

**Cc:** Bennett, Angela <[Bennett.Angela@epa.gov](mailto:Bennett.Angela@epa.gov)>

**Subject:** Re: Advance activities for the Administrator's international trips

Hi Lela,

I (b) (6) . I will get back to you when I return to the office.

I did not have my out of office message on because we were off-site due to the storm on Friday. I did not want you to think I was ignoring you.

Mark

Sent from my iPhone

On Mar 5, 2018, at 12:43 PM, Wong, Lela <[Wong.Lela@epa.gov](mailto:Wong.Lela@epa.gov)> wrote:

Hi Mark,

We are still reviewing the Administrator's travel. When you travel to advance for the Administrator's international trips, do you have a listing of the activities you plans to accomplish each day? If so, can you please send us your plans for the 3 trips taken in 2017 – Italy, Australia and Morocco?

Thanks!

Lela

**EPA Advance  
Visit to Rome and Bologna, Italy  
May 31 - June 5, 2017**

**Rome Control Officer:**

(b) (6)

(b) (6)

**Vatican Control Officer:**

(b) (6)

**RSO Lead:**

(b) (6)

**Rome FSNI:**

(b) (6)

**Bologna FSNI:**

(b) (6)

**Site Advance FSNI:**

(b) (6)

**PA:**

(b) (6)

**PA:**

(b) (6)



(b) (6)

Medical: (b) (6)

## UA #42 and Delta # 444

## Rome-Bologna: June 5

U.S. Embassy + GOI vehicles

(b) (6) Security

Via Vittorio Veneto, 72

*Note: Wednesday, May 31, 2017*

0810 Arrive in Rome  
United #42  
Mark Kasman

1020 Arrive Rome  
Delta #444  
Kevin Chmielewski  
Millan Hupp  
(b) (6)

-2-

- 1300 U.S. Embassy for Country Team  
Ambassador's Office  
Site Officer: (b) (6)
- 1325 Walk to Mel Sembler Building
- 1330 Business RT  
Young Conference Room East  
Site Officer: (b) (6)
- 1400 Depart Embassy for Tullio  
Walk
- 1415 Ristorante Tullio  
Website: [www.tullioristorante.it](http://www.tullioristorante.it)  
Location: Via di S. Nicola da Tolentino, 26  
Site Officers: (b) (6)
- 1440 Depart for Appellate Court (Via Varisco n.3)
- 1500 Appellate Court  
Site Officer: (b) (6)
- 1600 Roundtable on Sustainable Packaging  
Lungotevere Thaon Di Revel, 76  
Site Officer: (b) (6)

**Thursday, June 1, 2017**

- 1000 CONI HQ (Largo Lauro de Bosis, 15)  
Site Officer: (b) (6)
- 1200 Free Market (Palazzo Altieri, Piazza del Gesù, 49)  
Hosted by Istituto Bruno Leoni  
Site Officer: (b) (6)
- 1430 Sicily-Rome American Cemetery  
*Piazzale Kennedy, 1, 00048*  
Site Officer: (b) (6)
- 1530 Nettuno Ball Field -  
*Steno Borghese Baseball Stadium, Via Scipione Borghese, 85, 00048 Nettuno RM, Italy*  
Site Officer: (b) (6)



**Advance for the Administrator of the Environmental Protection Agency  
Visit to Sydney and Canberra, Australia  
August 28-September 1, 2017**

**SYDNEY**

<p><u><b>Control Officer</b></u></p> <p>(b) (6)</p>	<p><u><b>U.S. Consulate, Sydney</b></u></p> <p>United States Consulate General Level 59, 19-29 Martin Place Sydney NSW 2000 Australia Tel: +61 2 9373 9200</p>
<p><u><b>RSO</b></u></p> <p>(b) (6)</p>	<p><u><b>Lodging</b></u></p> <p>Sofitel Sydney Wentworth Hotel 61-101 Phillip Street, Sydney New South Wales 2000 Tel: +61 2 9228 9188</p>

**CANBERRA**

<p><u><b>Control Officer</b></u></p> <p>(b) (6)</p>	<p><u><b>U.S. Embassy, Canberra</b></u></p> <p>Embassy of the United States Moonah Place Yarralumla ACT 2600 Tel: +61 2 6214 5600 MSG Post One: (b) (6) Post Duty Officer: (b) (6) Med: (b) (6)</p>
<p><u><b>ARSO</b></u></p> <p>(b) (6)</p>	<p><u><b>Lodging</b></u></p> <p>Hyatt Hotel Canberra 120 Commonwealth Avenue Canberra, ACT Australia Tel: +61 2 6270 1234</p>

**NOTIONAL ITINERARY FOR EPA ADMINISTRATOR ADVANCE**

**August 28 – September 1, 2017**

**Sydney – Canberra**

**Monday, August 28, 2017**

6:50 AM Arrive Sydney (DL41)

**7:30 -8:30 AM Airport Walkthrough**  
*Location: Sydney Airport*

**8:30-9:00 AM Advance ERT Consulate**

**9:00-10:00 AM Countdown Meeting**  
*Location: U.S. Consulate, Sydney, CG Conference Room  
MLC Centre, 19 Martin Place Sydney. Access through level 10.*

**12:00 PM or 03:00 PM Advance Site Visit of Frasers Broadway Precinct (TBC)**  
*Location: Corner of Chippendale Way and Broadway, Ultimo*  
*POC: (b) (6)*

**RON Sofitel Sydney**

**Tuesday, August 29, 2017**

**8:15 AM Depart Sydney ERT Canberra (QF1513)**

9:15 AM Arrive Canberra

**9:30 AM Advance ERT Hyatt Hotel**

9:45-10:00 AM Hotel Check-In

**10:00 – 2:45 PM Executive Time**

**2:45 PM Advance ERT Embassy**

**3:15 -3:30 PM Courtesy Call with CDA and A/DCM**  
*Location: Embassy*

**3:30 -4:30 PM Advance Meeting with Embassy Sections (ECON, MGMT, POL, RSO, PAS)**  
*Location: Embassy*

**INTERNAL DRAFT – Mission Australia**

**4:30-5:00 PM**      **Advance Scoping of CMR**  
*Location:*      *CMR*

**5:00 PM**              **Advance ERT Weston Creek Park**

**5:15-5:30 PM**      **Advance Visit to Weston Creek Park**  
*Location:*      *Weston Creek Park*

**5:30 PM**              **Advance ERT RON Hotel**

**RON**                  **Hyatt Hotel**

Wednesday, August 30, 2017
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**9:45 AM**              **Advance ERT Department of the Environment and Energy**

**10:00-11:00 AM**      **Advance Meeting with Department of the Environment and Energy  
on Regulatory Reform Roundtable**  
*Location:*      *Department of the Environment and Energy*  
*POC:*              (b) (6)

**11:15 AM**              **Advance ERT Department of Industry and Innovation**

**11:30-12:30 PM**      **Advance Meeting with Department of Industry and Innovation**  
*Location:*      *Industry House, 10 Binara Street; G.024*  
*POC:*              (b) (6)

**12:30-1:30 PM**      **Lunch**  
*Location:*      *Glass House Café (reserved), Ground Floor, Industry  
House, 10 Binara St 02 6162 1155*

**1:30-1:45 PM**      **Advance ERT Hyatt Hotel**

**1:45-2:45 PM**      **Executive Time + Baggage Loading**  
*Location:*      *Hyatt Hotel*

**2:45 PM**              **Advance ERT Parliament House**

**3:00-4:00 PM**      **Advance Meeting with Minister Frydenberg's Staff**  
*Location:*      *Parliament House*  
*POC:*              (b) (6)

**4:00-4:30 PM**      **Advance Meeting with Deputy Prime Minister Barnaby Joyce's Staff  
(TBC)**  
*Location:*      *Parliament House*

**INTERNAL DRAFT – Mission Australia**

POC: (b) (6)

**4:30-5:00 PM**      **Advance Meeting with Minister Bishop's Staff**

*Location:*      *Parliament House*

POC: (b) (6)

**5:00 PM**      **Advance ERT Airport**

**6:35 PM**      **Depart Canberra ERT Sydney (QF1522)**

7:25 PM      Arrive Sydney

**RON**      *Sofitel Sydney*

**Thursday, August 31, 2017**

**10:50-11:00 AM**      **Advance ERT AmCham Offices**

**11:00 AM**      **Advance Meeting with AmCham on Innovative and Responsible  
Development of Shale Gas Resources Roundtable (TBC)**

*Location:*      *48 Hunter Street, Level 6*

**11:45-12:00 PM**      **Advance ERT NSW EPA**

**12:30-1:30 PM**      **Advance Meeting with NSW Government on Cooperative Federalism  
Roundtable**

*Location:*      *Department of Environment and Planning, 320 Pitt Street,  
Waratah Room, Level 31*

POC: (b) (6)

**RON**      *Sofitel Sydney*

**Friday, September 1, 2017**

**8:40-9:00 AM**      **Advance ERT Consulate**

**9:00-10:00 AM**      **Countdown Meeting**

*Location:*      *U.S. Consulate, Sydney, MPR room*  
*MLC Centre, 19 Martin Place Sydney. Access through level*  
*10.*

**10:30-11:30 AM**      **Advance Meeting with SIMS**

*Location:*      *Sydney Harbour*

POC: (b) (6)

**RON**      *Sofitel Sydney*

Last updated 8/25/2017 10:58:11 AM



**INTERNAL DRAFT – Mission Australia**

1	Mark Kasman	Director, Office of International and Tribal Affairs	Advance
2	Kevin Chmielewski	Deputy Chief of Staff for Operations	Advance
3	Millan Hupp	Director for Scheduling and Advance	Advance
4	(b) (6)	Security	Security
5	(b) (6)	Security	Security
6	(b) (6)	Security	Security
7	(b) (6)	Security	Security

**FULL SCHEDULE with Advance**

US EPA Administrator, Scott Pruitt  
December 9-13  
Rabat/Marrakesh, Morocco

**Control Officer**

(b) (6)

**Security Control Officer**

(b) (6)

**Hotels**

Rabat

Hotel Sofitel Rabat Jardin des Roses  
Impasse Souissi, Rabat 10000, Morocco  
+212 5376-75656

Marrakesh

Hotel Sofitel Marrakech Lounge and Spa  
Rue Harroun Errachid Quartier de l'hivernage  
Marrakech 40000, Marrakesh, Morocco  
+212 5244-25600

**Embassy:**

(b) (6)

**Duty Officer:**

(b) (6)

**Manifest ():**

**Schedule**

**Monday, December 4**

11:30 Staff van departs Embassy for Rabat Airport

12:15 (b) (6) arrive at Rabat airport. Met by Control Officer (b) (6). Transfer to The View Hotel with staff van

**Tuesday, December 5**

07:00 Staff van departs The View Hotel for Marrakech

11:00 Meeting with Marrakech Police

12:15 Hupp arrives at Rabat Airport. Transfer to The View Hotel with Embassy Motorpool.

## FULL SCHEDULE with Advance

21:50 (b)(6) arrives at Rabat Airport. Transfer to The View Hotel with Abid Cars Service.

### Wednesday, December 6

TBD Meeting with Parliament  
Meeting with Ministry of Energy  
Meeting with MASEN  
Meeting with Ministry of Foreign Affairs

16:00 Countdown Meeting at Embassy MPR

### Thursday, December 7

### Friday, December 8

### Saturday, December 9

### Sunday, December 10

10:30 Motorcade departs Embassy for Sofitel

Commented [RNG1]: Confirm time with RSO

10:45 Motorcade departs Sofitel for Rabat-Sale Airport

Commented [RNG2]: Confirm time with RSO

12:15 Administrator Pruitt and delegation arrive on Air France 1258 from Paris

12:45 Motorcade departs Rabat-Sale Airport for Sofitel

13:00 Check-in at Sofitel

13:00 Country Briefing with CDA Dana Mansuri and A/DCM Tony Baird

RON : Hotel Sofitel Rabat Jardin des Roses

*Rest of Day TBD*

*Dinner TBD*

### Monday, December 11

08:30 Motorcade staged at Sofitel

Commented [RNG3]: Confirm time with RSO

09:15 Readout with (b) (6)

## FULL SCHEDULE with Advance

### *Hotel Sofitel*

09:30 **Roundtable meeting with U.S. companies regarding environmental Technologies for solid waste management**  
*Sofitel, Room TBC*

10:45 Motorcade departs Sofitel for Parliament (15 minutes)

11:00 **Meeting with Parliamentary Committee for Infrastructure, Energy, Mines, and the Environment on Rule of Law**

12:00 Motorcade departs Parliament for Lunch (15 minutes)

12:15 Lunch, Executive Time

13:45 Motorcade departs Lunch for Ministry of Foreign Affairs

14:00 **Meeting with Secretary of State of Foreign Affairs**  
*Ministry of Foreign Affairs*

14:40 Motorcade departs MFA for Moroccan Agency for Sustainable Energy (MASEN) (20 minutes)

15:00 **Meeting with Moroccan Agency for Sustainable Energy**

16:00 Motorcade departs MASEN for Sofitel (15 minutes)

### ***Dinner TBD***

RON : Hotel Sofitel Rabat Jardin des Roses

### **Tuesday, December 12**

09:00 Motorcade staged at Sofitel

09:30 Check-out at Sofitel

Baggage car departs for Marrakech

09:45 Motorcade departs Sofitel for Ministry of Energy (15 minutes)

10:00 **Meeting with Minister of Energy, Mines, and Sustainable Development**  
*Ministry of Energy, Mines, and Sustainable Development*

Commented [RNG4]: Confirm time with RSO

## FULL SCHEDULE with Advance

11:00 Motorcade departs Ministry of Energy for Ministry of Foreign Affairs  
11:30 **Meeting with Minister of Justice**  
*Ministry of Justice*  
12:30 Motorcade departs for Lunch  
13:30 Motorcade departs for Marrakesh  
17:00 Check-in at Sofitel Marrakech

### ***Dinner TBD***

RON:  
Hotel Sofitel Marrakech Lounge and Spa  
Rue Harroun Errachid Quartier de l'hivernage Marrakech 40000, Marrakesh, Morocco  
+212 5244-25600

### **Wednesday, December 13**

08:15 Motorcade staged at Sofitel  
08:45 Check-out at Sofitel  
09:00 Depart Sofitel for Marrakech Menara Airport  
09:15 Check-in at Marrakech Menara Airport  
10:45 Depart Marrakech Menara Airport on Transavia 5754/Delta 7516  
11:00 Motorcade departs for Rabat

Commented [RNG5]: Confirm time with RSO